



MULTI-UNIT RESIDENCE SECURITY REFERENCE MATERIAL AND SURVEY FORM

SDPD Neighborhood Policing Resource Team

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This paper contains reference material for the various elements of a multi-unit residence security survey. The section numbers correspond to the areas of evaluation in the survey form that is included at the end of this paper. They are: (1) residence unit doors and windows, (2) building doors and gates, (3) perimeter fences and gates, (4) other places inside and outside the building, (5) lighting, (6) landscaping, (7) premises identification and building directories, (8) parking facilities and signs, (9) property condition, (10) letter of agency, (11) signs, and (12) rules and regulations. The section letters correspond to the specific items assessed in the attached survey form. Items that need attention should be checked and corrective measures suggested.

This material deals with the physical elements of the residence, not the personal safety and security of the residents at home. Prevention tips for the latter are on a page entitled *Personal Safety and Security* on the SDPD website at www.sandiego.gov/police/services/prevention/tips/index.shtml. Tips for unit security are on the page entitled *Home Security*. They would be used in suggesting ways to correct security weaknesses identified in the survey.

The residence for this survey is a single building with multiple units. They can be condos or apartments. The building usually has a single address. Unit entrances can be either on the exterior or on an interior hallway. In the latter case, building access also needs to be assessed. A separate paper containing survey material for residential communities that have multiple buildings is also available on the SDPD website.

This material is designed primarily for a property manager or building owner to do the survey. Or the SDPD Community Relations Officer (CRO) in your area can be called to do a free survey. SDPD division addresses and phone numbers are listed below. In this case the officer should do the following to prepare for the survey. Information should be reviewed for the past two years.

- Read the reports of past crimes in the building.
- Review the past calls for service from the building.
- Look at past crimes and arrests in the immediate area, e.g., within 0.25 miles of the building.

The officer should also ask the following questions.

- Why did you call to request a survey? Usually this will be because of a recent crime, e.g., a burglary.
- Who else works regularly in and around the building? This may be a gardener, pest controller, maintenance worker, janitor, etc.
- What contract work has been done recently? This may be carpeting, window cleaning, remodeling, etc.
- How many people reside in the building? What is the mix of owners and tenants, retired and employed persons, college students, welfare cases, etc?
- Who has access to the building? What access means do they have, e.g., keys, cards, fobs, etc?
- Is there a resident property manager?
- Is there on-site security, and what do the guards do?
- Are there cameras? Where are the monitors? How are they used?

SDPD AREA STATIONS

Central	2501 Imperial Ave. SD 92102	(619) 744-9500
Eastern	9225 Aero Dr. SD 92123	(858) 495-7900
Mid-City	4310 Landis St. SD 92105	(619) 516-3000
Northeastern	13396 Salmon River Rd. SD 92129	(858) 538-8000
Northern	4275 Eastgate Mall SD 92037	(858) 552-1700
Northwestern	12592 El Camino Real SD 92130	(858) 523-7000
Southeastern	7222 Skyline Dr. SD 92114	(619) 527-3500
Southern	1120 27th St. SD 92154	(619) 424-0400
Western	5215 Gaines St. SD 92110	(619) 692-4800

REFERENCE MATERIAL

1. RESIDENCE UNIT DOORS AND WINDOWS

a. Single Door Construction

Single-swing wooden doors are either of solid or hollow core construction. All unit doors should be solid, at least 1-3/4 inches thick, and have a deadbolt lock.

b. Deadbolt Locks

Doorknob locks offer no security. Burglars can easily defeat them. All exterior doors and interior doors to garages should have an additional high-quality deadbolt lock.

Deadbolt locks are of two basic types, single-and double-cylinder. The former has a thumb turn on the inside. The latter requires a key to lock or unlock the door from either side. It is not permitted in the Fire Code. Deadbolts should have the following characteristics:

- Throw of at least 1 inch
- Free-spinning and tapered or angled outer edge of the cylinder guard to make it difficult for a burglar to twist off the lock.
- Solid brass, bronze, or steel exterior
- Steel rods or bolts at least 1/4-inch in diameter connecting the exterior of the lock to the inside part
- 5-pin tumbler system locking mechanism
- Changeable locking cores
- Resistant to “bumping”

For rental units landlords are required to install and maintain an operable deadbolt lock on each main swinging entry door, and to install and maintain operable window security or locking devices for windows that are designed to be opened. See California Civil Code Sec. 1941.3 for these requirements and certain exceptions.

c. Other Door Hardware

Peepholes with a wide-angle (180 deg) viewer should be installed in exterior doors to allow persons at the door to be identified without them knowing they are being observed.

Hinges should be located on the interior side. Doors with exterior hinges can be a problem if their pins can easily be removed. Then the door can be opened from the outside. Pins can be secured in various ways, depending on the construction of the door and frame. One way to secure pins in solid wood doors and frames is as follows:

- Drill a 1/2-inch deep hole in the side of the door just above the hinge.
- Insert a 1-inch screw or nail in the hole and leave 1/2 inch protruding.
- Close the door until the screw or nail contacts the frame.
- Drill a 1/2-inch deep hole in the frame at this point. The screw or nail will fit into this hole when the door is closed to secure the door.

Strikes are the metal plates that are attached to the doorframe or jamb to receive the latch or bolt throw. They should be of heavy-duty construction and installed with at least 4 screws that are 3 to 4 inches long and anchored securely into a wall stud. Otherwise, they become a weak link in door security.

d. Door Frames

Frames for wooden doors are usually made of soft wood. Where locks and hinges are fairly strong, a wood frame is relatively weak, which makes it easy for a burglar to kick in the door. A door in a steel frame can't be kicked in. Nor can a door in a wooden frame that has a steel reinforcing device mounted on the lock side of the frame providing it extends well above and below the strike plate.

e. Sliding-Glass Doors

Exterior sliding-glass patio-type doors must be secured to prevent both horizontal and vertical movement. Deadbolt locks provide the greatest security. Less effective secondary locking devices include the following: a pin in the upper track that extends downward through the inner door frame and into the outer door frame, a thumbscrew-type lock mounted on the top or bottom track, a wooden or metal dowel placed snugly in the lower track to prevent horizontal movement, and a metal strip or a few metal screws in the track above the door to prevent vertical movement.

f. Secondary Locking Devices for Windows

Double-hung sash windows can be secured by drilling a hole that angles downward through a top corner of the bottom window into the bottom corner of the top window on both sides of the window, and placing an eyebolt or nail in the hole to prevent the window from being opened.

Louvre windows are difficult to secure because the individual panes can easily be removed. This can be made more difficult by applying a two-part epoxy resin to glue the panes together. However, it is much better to replace this type of window with solid glass or some other type of ventilating window.

Caseament windows can be secured with key-locking latches. Make sure that the protrusion on the window that the lock is attached to is made of steel and not worn, and that the window closes properly and is not bowed or warped.

Sliding-glass windows can be secured by the secondary locking devices described in Sec. 1.e above for sliding-glass doors.

g. Viewing Windows

Viewing windows in an entry door or near the lock side of an entry door are usually made of double-pane glass, which shatters easily when hit with a sharp object. These windows should be made of a burglar-resistant material that meets Underwriters Laboratories (UL) 972 standards. These materials will not shatter easily even after repeated blows. They will make it difficult for a burglar to break a hole in the window and then reach in to unlock the door.

h. Grilles and Bars

Horizontal and vertical bars provide excellent security as long as the retaining bolts cannot be removed from the outside. However, bars on windows in sleeping rooms and emergency escape or rescue windows in basements must meet Fire Code requirements for release mechanisms to permit escape from the inside in case of a fire.

i. Window Air Conditioners

These need to be installed securely so they cannot easily be removed from the outside.

2. BUILDING DOORS AND GATES

a. Lobby Doors

Lobbies typically exist in buildings in which unit doors open to interior hallways. Its doors should be the only ones used by residents and visitors to enter and leave the building. They should be locked on the outside at all times except when a receptionist or security guard is on duty to control entry. At other times residents should be given access cards, fobs, or small clickers on key chains to open these doors. These individual access means are preferred over keys or numerical codes because they cannot be duplicated, a record can be kept of their use, they can be used on other gates and doors, and they can be deactivated when reported lost or stolen, or when the resident leaves.

If aluminum-framed double glass doors are used in the lobby, the glass should be of a type that is not easily broken. And if there is a gap between the doors, the sensor used to open or unlock them from the inside when a person

approaches them needs to be set far enough back from the door so a person outside the door cannot slip something between them to create motion or a heat signature and thereby open the doors. Or a shield should be installed on the outside of the doors to close the gap. Another is to replace the sensor with a button that would be pushed to open the door from the inside. In this case backup power would have to be available to keep the door(s) locked and enable the button to work during a power outage.

A telephone-entry system should be installed outside the lobby doors to enable residents to “buzz in” their visitors when the doors are locked.

b. Gates

Some buildings have gates instead of doors. They should be kept locked all the time. Residents would use their access cards, fobs, or small clickers on key chains to open them. Visitors would use a telephone-entry system at the main gate to call to be “buzzed in.”

Wrought-iron gates that are opened on the inside by a lever arm or knob should have shields on the gates and the adjacent fencing that prevent a person from reaching in to open them. These shields can be solid plastic or metal, or open metal mesh. Gates with lever arms should also have a cylindrical shield around the arm that prevents a person from opening the gate by inserting anything through, over, or under the gate that can be used to rotate the arm, e.g., a thin wire with a hook at one end. Gates with beveled latches should also have a latch guard to prevent a person from inserting a thin piece of metal or anything else between the frame and the gate to push in the latch. The guard should be centered on the latch and extend at least 6 inches above and below it. A deadbolt lock with a cylindrical latch would not have this problem, nor would a gate with a shielded (shrouded-shackle) padlock that cannot be cut with bolt cutters. Wrought-iron or chain-link gates that are opened on the inside by a push bar should have a solid metal or plastic shield on the inside of the gate that extends at least two feet above and below the push bar. The shield should be designed to prevent a person from opening the gate from the outside with a coat-hanger wire that is shaped into a U and inserted through the gate above and below the push bar and pulled against the bar to open the gate, or by reaching in and depressing the bar. All gates and the adjacent fencing should be at least 6 feet high and have springs that close them securely after a person goes through.

c. Other Doors and Gates

Many buildings have access control problems because exit doors or gates (1) don’t close and lock securely when a person enters or leaves the building or (2) get propped open to allow unauthorized persons to enter the building. To prevent the first, all exits should be well maintained and have strong springs that close and lock them securely when a person enters or leaves the building. While it is not practical to prevent the second, cameras can be installed at the exits so people who prop them open can be identified. A rule that prohibits propping exits open should be included in all leases with a warning that violations can lead to eviction. This might deter propping. (Propping an exit open for delivery or service people who need to make repeated trips into the building would be permitted. The person on the property who’s responsible for security should be informed when this occurs.)

When deterrence doesn’t work, other measures and procedures are needed to mitigate the problem. But first, the person on the property who’s responsible for its security needs to know an exit is unlocked. This means that all exits should be alarmed and control panels installed in that person’s room or office. If an exit is unlocked for longer than several seconds, i.e., the time it would normally take someone to go in or out, a red light would flash on the panel and an audible signal would alert someone that an exit is open. He or she would then go and lock it.

This procedure works well when there is someone in the building to receive and respond to an alarm. When no one is in around when an alarm occurs, another procedure is needed. One that has worked in some buildings is an audible alarm that sounds when the exit is unlocked for more than a several seconds. It would keep sounding until someone in the building gets tired of hearing it and goes to lock the exit. For this to work the residents will need to be educated in this procedure and convinced that their security is more important than the occasional disturbance caused by the alarm.

Doors and gates that are only emergency exits should have signs saying FOR EMERGENCY USE ONLY. Building newsletters should explain why this is necessary for security. Other deterrent measures include cameras

that record people using the emergency exits, audible alarms that sound when a door is opened, and delayed-egress door hardware. (The latter would be overridden if there is a fire or smoke alarm, or a loss of power in the building.) In apartment buildings a rule that prohibits the use of emergency exits for other than emergencies should be included in all leases with a warning that violations can lead to eviction.

d. Emergency Police Access to Secure Buildings

Provisions should be made for emergency access by Police Department personnel if there will be times when no one will be present to admit them. Because patrol cars do not carry door or gate keys, the Department prefers access by a numerical keypad or telephone-entry system. An entry code should be provided to the Department for use at the lobby doors or building gates. It would be stored in the Department's computer system and transmitted in dispatch messages to officers who need to enter the property. The property manager should call the CRO of the Division where the building is located to have the code entered in the SDPD's PIN (Premises Information) file.

3. PERIMETER FENCES AND GATES

Some buildings may be fenced and have gates for vehicles and pedestrians to enter the property.

a. Fences and Walls

Well-built fences, walls, and gates are the first line of defense against criminals. The permissible heights and locations of various types of fences are specified in the San Diego Municipal Code (SDMC). Sharp pointed fencing, i.e., fencing with spikes or a barbed- or concertina-wire topping, is not permitted in residential areas. Unless privacy and noise reduction are needed, open chain link or ornamental metal fences are preferred because they do not block visibility into the property and are less susceptible to graffiti. Chain link fencing should have its bottom secured with tension wire or galvanized pipe, or embedded in concrete to prevent it from being lifted up to enable a person to crawl in. The horizontal bars on ornamental metal fences should be located only at the top and bottom on the inside of the fence. Fences, walls, and gates should be at least 6 feet high. Nothing should be located next to them if it would help a person climb over them, e.g., a newspaper rack.

b. Vehicle Gates

These gates should also control pedestrian access. Sliding, swinging, or vertical-pivot lift gates that are at least 6-feet high should be installed on both entry and exit driveways. Residents should be able to open them to enter and exit the property with the same access means used for pedestrian doors and gates.

Because these gates are relatively slow in closing tailgating can be a problem. One way to prevent it is to install a simple barrier-arm gate in front of the main gate. This gate would close immediately after a vehicle goes through while the main gate is still open. Tailgating can also be prevented if residents would stop in the driveway after going through the gate when a vehicle is behind theirs. A sliding gate would close between the vehicles. The following vehicle would have to back up and allow a swinging gate to close. While this measure might work, cooperation of the residents is questionable. Another measure that might deter tailgating is to install a camera to record the license plates of all vehicles entering the property. Residents who tailgate could be warned that they will lose their parking privileges if they continue to tailgate. And non-residents who tailgate could be investigated if a crime occurs while they are on the property.

If visitor parking is allowed on the property a telephone system would have to be installed at both entry and exit gates to allow visitors to be "buzzed in and out."

c. Pedestrian Gates

These gates should be designed and operated just like those described in Sec. 2.b above for the building.

4. OTHER PLACES INSIDE AND OUTSIDE THE BUILDING

a. Laundry Rooms

These should be well lighted and have windows so people can see who's in the room before entering. Their hours should be limited and the room locked at other times. For greater security the room should be locked all the time. Residents would then use their individual access means to open the door.

b. Storage Lockers

These are often installed for use by residents and located in the garage. They should be difficult to pry open and have shielded padlocks that cannot be cut with bolt cutters.

c. Bicycle Storage

Cages for bikes or places where bikes can be chained and locked should be provided.

d. Electric Power

Because appliances, lights, magnetic door locks, and security systems work on electric power it is important that measures be taken to prevent its disruption and provide a source of backup power in the event of a power failure. Exterior circuit breakers should be installed in sturdy cabinets or boxes that are locked with shielded padlocks.

e. Telephone Lines

Telephone lines should also be hardened so they cannot be easily cut. Exterior boxes that contain lines should be sturdy and have a shielded padlock.

f. Others

All rooms or sheds used to store equipment, supplies, hot water heaters, etc. should be kept locked at all times. And ladders to building roofs should have locked security guards that cover several rungs to prevent climbing.

5. LIGHTING

a. Exterior Lighting at Night

Uniform exterior lighting is important, particularly where there are dark areas on the property. Floodlights installed under eaves can illuminate these areas and expose a person next to the building. Timers or photoelectric cells can be used to turn lights on at dusk and off at dawn. And motion sensors can be used to turn lights on when any motion is detected. Streetlights or lights from adjoining properties should not be relied on for lighting the property at night. Areas that need especially good lighting are doorways, parking lots, driveways, pathways, stairways, laundry room entrances, and cluster mailboxes.

It is also important that burnt-out bulbs are replaced promptly, wire covers be installed over lights to protect them from vandals, and lights directed so they don't shine into the eyes of passing motorists or police patrols.

b. Interior Lighting

Good interior lighting is needed in the building's common areas, i.e., in hallways, stairwells, elevator lobbies, laundry rooms, parking garage, etc.

6. LANDSCAPING

a. Denying Hiding Places

Well-trimmed landscaping deters criminals by denying hiding places and allowing good visibility on the property. Canopies of mature trees should be maintained at least 8 feet above the ground. Bushes should be trimmed to less than 3 feet except where privacy or environmental noise mitigation is a primary concern, or where higher plants would not block any windows, lighting, or provide hiding places. For example, higher bushes or trees with lower canopies could be planted next to a blank wall or the side of a home.

b. Defensive Plants

Locate plants with prickly leaves or thorns like bougainvillea and natal plum below windows and along fences as barriers to control access.

c. Tree Trimming

Trees should be trimmed so that limbs do not provide access to roofs and second-story windows, or a means of getting over fences and walls.

d. Backflow Preventers

Domestic water backflow preventers are being stolen for their brass and copper fittings. These devices should be protected from theft. The following measures should be considered: (1) painting it to make the metal is less valuable, (2) camouflaging it with fake rocks, (3) hiding it in a bush or hedge and painting it green, (4) enclosing it in a protective cage or box that is mounted securely to its base with tamper-proof locks, and (5) installing a locking-cable system with shielded-shackle locks and a concrete foundation.

e. Decorative Rocks

Loose rocks should be removed or cemented in place so they cannot be moved. Vandals can use them to break glass windows and doors.

7. PREMISES IDENTIFICATION AND BUILDING PLANS

a. Visible Address and Unit Numbers

Good premises identification is needed to enable the police, fire, and other service providers to find the building and a particular unit quickly in an emergency. Address numbers must be on a contrasting background and located above the doorway or in a position where they are plainly visible and legible from either direction of approach from the street fronting the property. They must be at least 12 inches high on multiple-unit residential buildings and should be lighted so they can be seen at night. Numbers at least 6 inches high must be used to indicate a range of unit numbers in a building.

Where a building is set back from the street or road fronting the property and its address number is not clearly identifiable from the street, the number must also be posted on a monument sign at the street driveway serving the building.

b. Building Plans

Once an officer enters the building he or she will need to go straight to the unit or office where the emergency is located. To make this possible a building plan showing the locations of all units and offices and a YOU ARE HERE reference point should be posted in the lobby where an officer will be sure to see it. The plan should also show all elevators, stairways, common areas, and other rooms. While a receptionist or security guard at the lobby desk can help the officer in this, the plan will be needed when no one is at the desk.

When the building has exterior unit entrances, a plan should be located outside where officers will see it when they approach the building.

8. PARKING FACILITIES AND SIGNS

a. Common Garages

Parking garages are known to be likely settings for crime. They should have good lighting, gated vehicle entrances and exits, glossy white or light-colored walls and ceilings, columns instead of walls as interior structural elements for good interior visibility, and open or visible interior elevator lobbies.

Even if the building is fenced and gated, overhead or sliding gates should be installed to control both vehicle and pedestrian access. Residents should use their access cards, fobs, or small clickers on key chains to open these gates to enter or leave the garage or structure. These access means are preferred over remote clickers that are usually left in vehicles. The latter makes it easier for a thief to get a vehicle out of a garage or structure when the exit gates have to be opened remotely from the inside. Separate entry and exit gates that are one-vehicle wide are preferred because vehicles cannot exit and enter at the same time when a gate is open. Gates should also have an anti-tailgating feature that will start the gate closing as soon as a vehicle goes through.

Signs should be posted in the garages to remind residents not to leave anything of value in view inside their vehicles. This should prevent vehicle break-ins, which are often a problem in garages.

b. Individual Garages

The best way for residents to prevent crimes involving their vehicles is to keep them in their garages. However, too often people use their garages for storage or other things and park their vehicles in the open or on the street where criminals have easy access to them. Although SDMC Sec. 142.0510(a) states that “Required *off-street parking spaces* ... shall be used only for parking operable vehicles.” Building rules should prohibit residents from using a garage for anything other than a vehicle.

c. Garage Door Hardware and Windows

Electric garage door openers are generally effective in securing garage doors. A multi-frequency opener should be used to prevent the door from being opened by other radio signals.

Hardened steel hinges, hasps, and padlocks should be used to secure lifting garage doors. Additional security can be provided by installing **cane bolts** or **sliding hasps** on the inside of the door. The door should also be mounted so that the bottom cannot be lifted up to enable someone to crawl in.

Windows should be made of unbreakable glass or plastic that a burglar cannot easily break and reach in to unlock the door. They should also provide one-way visibility from the inside so a burglar cannot see into the garage.

d. Deadbolt Lock on Door to Unit Interior

Where there is a door from the garage to the unit interior, it should also have a deadbolt lock.

e. Carport Locations

Carports should not be located under the building because vehicles and people in them are completely hidden from view. Parking under the building should be in individual garages, never in open carports. Also, carports should not be located next to the building because their roofs block views of vehicles and people in them from the upper floors of the building. Carports should be located along a perimeter wall or fence where their roofs would not block views of the vehicles from the building. And carport roofs should be supported by columns, not by walls. This allows better visibility of the vehicles under them, especially from the ground level.

f. Vehicle Gates for Unfenced Buildings

If the building is not fenced, simple swinging arm gates can be installed on the vehicle entry and exit driveways to help prevent vehicle thefts.

g. Resident and Visitor Parking Space Designation

All spaces should be numbered so the exact location of vehicle thefts and break-ins can be reported. This will help in improving security, e.g., by installing additional lighting and surveillance systems. However, unit numbers should not be used because an empty space might indicate an empty unit.

Visitor spaces should be clearly designated in the open or in an area of a garage that is outside the gated area where residents' vehicles are parked. Residents should not be allowed to park in visitor spaces.

h. Signs for Towing Unauthorized Vehicles

Signs on private property prohibiting public parking (or stating that parking is for residents and visitors only) and indicating that unauthorized vehicles will be removed at the owner's expense should cite California Vehicle Code Sec. 22658(a) and must contain the telephone number of the local traffic law enforcement agency. The SDPD number for towing impounds is **(619) 531-2844**. The name and telephone number of each towing company that is a party to a written towing authorization agreement with the property owner or possessor must also be on the sign. The sign must be displayed, in plain view, at all entrances to the property. It must not be not less than 17 by 22 inches in size, with lettering not less than one inch in height. These sign requirements are specified in Sec. 22658(a)(1).

Signs stating that unauthorized vehicles parked in designated accessible spaces not displaying placards or special license plates issued for persons with disabilities will be towed away at the owner's expense, must also contain the address where the towed vehicles may be reclaimed or the telephone number of the local traffic law enforcement agency. The SDPD number for towing impounds is **(619) 531-2844**. Other requirements for these signs are specified in California Vehicle Code Sec. 22511.8.

9. PROPERTY CONDITION

All elements of the property should be kept in good condition. Criminals are attracted to property in poor condition because it shows that the owners or residents don't care about it.

a. No Graffiti

Graffiti-resistant paint or anti-graffiti coatings should be used on the sides of the building and any other design features that could be vandalized. The San Diego Park and Recreation Dept. specifies the use of anti-graffiti materials manufactured by Monopole Inc. Four coats are applied. The first is Aquaseal ME12 (Item 5200). The second is Permashield Base (Item 6100). The third and fourth are Permashield Premium (Item 5600 for matte finish or Item 5650 for gloss finish). Additional protection can be obtained by planting vines, bushes, etc. along walls and the sides of the building. They cover areas that might otherwise be vandalized.

Graffiti should be removed as soon as possible after it is found. This will discourage further vandalism. The graffiti should be covered with matching paint so a "canvas" is not left for the vandals. While prompt graffiti removal helps to deter further vandalism, any graffiti on the property should be photographed before it is painted over or otherwise removed. Also, pick up (without leaving fingerprints) and save discarded paint cans, etc. The photographs and any other evidence should be given to the investigating law enforcement officers.

Hardware or paint stores should be consulted regarding the best products for removing various types of graffiti from specific surfaces without damaging the surface. Extreme care should be used in applying special graffiti removal products like MEK (Methyl Ethyl Ketone) or "Graffiti Remover" on glass or unpainted surfaces.

b. No Trash, Junk, Weeds, Inoperable Vehicles, Etc.

Keep property free of trash, junk, weeds, leaves, dismantled or inoperative vehicles, and other things that indicate neglect.

c. Property in Good Repair

Replace or repair broken windows, screens, lights, fences, and gate locks. Maintain the landscaping.

d. Safe Alley

Crime often occurs in alleys because they lack natural surveillance. The chances of crime in alleys can be reduced by the following measures:

- Lighted at night
- Anti-graffiti paint or coatings on walls and garage doors
- No landscaping that obstructs clear lines of sight
- No alcoves that provide hiding places
- Signs prohibiting vehicle parking, trespassing, littering, etc.
- Free of trash, graffiti, etc.

e. Dumpster Enclosures

Refuse and recyclable material dumpsters should be located in an enclosed storage area. The enclosure should be located where there is no space behind it, e.g., next to a perimeter wall or another structure, or in the open where there is good natural surveillance of the space behind them. This prevents the space behind it from being a hiding place and a problem area. Also, the enclosure should be kept locked except when the dumpsters in it are being filled or emptied. This is to prevent scavenging.

Dumpsters in the open should have locked lids with an open space through which material can be put in but not taken out.

10. LETTER OF AGENCY

a. Discuss Crime and Disorder Problems with CRO

Crime and disorder problems in the building should be discussed with the CRO in your area to decide whether a Letter of Agency should be filed.

b. File a Letter of Agency

The Letter would authorize SDPD officers to enter your property to ask unauthorized persons to leave the property; and if they refuse to do so or return thereafter, to enforce any law violations on and about the property. It should be filed with the SDPD division in your area. A copy of the form for this Letter can be obtained there or downloaded from the FORMS AND PERMITS section of the SDPD website at www.sandiego.gov/police. If you are located downtown in the Core Columbia, Cortez, East Village, Gaslamp Quarter, or Marina neighborhoods you can get one from Clean & Safe by calling **(619) 234-8900**. Note that this Letter must be renewed every six months.

11. SIGNS

a. No Trespassing

NO TRESPASSING signs on private property should cite California Penal Code Sec. 602.

If a Letter of Agency has been filed with the SDPD as discussed above, the property should be posted with NO TRESPASSING signs stating that a Letter of Agency has been filed and giving the address of the property, the

name and phone number of the property owner or manager, and the non-emergency SDPD phone number to report suspicious activities. That number is **(619) 531-2000** or **(858) 484-3154**. The signs should be at least 18 by 24 inches in size, have a font visible from the nearest public street, not be accessible to vandals, and be posted on the entrances and spaced evenly on the boundaries of the property. A sample sign is also available in the FORMS AND PERMITS section of the SDPD website.

b. No Loitering or Soliciting

NO LOITERING signs on private property should cite PC 647(h). In this subdivision "loiter" means to delay or linger without a lawful purpose for being on the property, and for the purpose of committing a crime as opportunity may be discovered. NO SOLICITING signs should cite SDMC Sec. 33.1407.

c. No Scavenging

NO SCAVENGING signs should also be posted on dumpsters and dumpster enclosures saying that unauthorized collection of refuse or recyclable material is prohibited per SDMC Sec. 66.0402.

d. Surveillance Cameras

If cameras are not monitored all the time, signs regarding cameras should simply state that "cameras are on the premises" or "surveillance is in progress." Don't use words like "security," "protection," or "monitoring" because they can give people a false sense of security by expecting timely help if they are threatened or attacked, or that they or their property are somehow being protected by the cameras.

12. RULES AND REGULATIONS

a. Published and Enforced

The building's rules and regulations are published in apartment leases and condo CC&Rs. They need to be enforced by the community management to preserve a high quality of life for the residents, especially with respect to noise, hours of permissible activities, and visitors. The rules and regulations should also be posted in community common areas.

b. Crime-Free Lease Addendum

This addendum is a civil contract between a landlord and tenant whereby the rental applicant agrees prior to tenancy to abide by the rules of the property and not to participate in or allow criminal activity to occur within their sphere of influence. They are a vital part of the crime-free multi-housing programs that attempt to keep illegal activity off rental property.

MULTI-UNIT RESIDENCE SECURITY SURVEY ASSESSMENT FORM

Resident's or manager's name, phone number, and e-mail address _____

Address _____

Check items that need attention and suggest corrective measures in the space below or on a separate page.

1. RESIDENCE UNIT DOORS AND WINDOWS

- ☐ a. Solid doors
- ☐ b. Deadbolt locks
- ☐ c. Other door hardware (peepholes, hinges, etc.)
- ☐ d. Door frames
- ☐ e. Secured sliding-glass doors
- ☐ f. Secondary locks for windows
- ☐ g. Viewing windows
- ☐ h. Grilles and bars
- ☐ i. Secured window air conditioners

2. BUILDING DOORS AND GATES

- ☐ a. Lobby doors
- ☐ b. Gates
- ☐ c. Other doors and gates
- ☐ d. Emergency police access

3. PERIMETER FENCES AND GATES

- ☐ a. Fences and walls
- ☐ b. Vehicle gates
- ☐ c. Pedestrian gates

4. OTHER PLACES

- ☐ a. Laundry rooms
- ☐ b. Storage lockers
- ☐ c. Bicycle storage
- ☐ d. Electric power
- ☐ e. Telephone lines
- ☐ f. Others

5. LIGHTING

- ☐ a. Uniform around building
- ☐ b. Good in common areas

6. LANDSCAPING

- ☐ a. No hiding places
- ☐ b. Defensive plants
- ☐ c. Trees trimmed for access control
- ☐ d. Backflow preventer protection
- ☐ e. No loose decorative rocks

7. PREMISES IDENTIFICATION AND BUILDING PLANS

- ☐ a. Building address numbers clearly visible
- ☐ b. Building plans for officers

8. PARKING FACILITIES AND SIGNS

- ☐ a. Common garages gated and well-lighted
- ☐ b. Individual garages used only for vehicles
- ☐ c. Secure individual garages
- ☐ d. Deadbolt lock on garage door to unit interior
- ☐ e. Carports not under or next to building
- ☐ f. Swinging arm gates for unfenced parking lots
- ☐ g. Resident and visitor parking spaces designated
- ☐ h. Signs for towing unauthorized vehicles

9. PROPERTY CONDITION

- ☐ a. No graffiti
- ☐ b. No trash, junk, weeds, inoperable vehicles, etc.
- ☐ c. No broken windows, fences, gates, etc.
- ☐ d. Safe alley
- ☐ e. Locked dumpster enclosures

10. LETTER OF AGENCY

- ☐ a. Discuss problems with CRO
- ☐ b. File Letter with SDPD division

11. SIGNS

- ☐ a. No trespassing
- ☐ b. No loitering or soliciting
- ☐ c. No scavenging
- ☐ d. Surveillance cameras not monitored all the time

12. RULES AND REGULATIONS

- ☐ a. Published and Enforced
- ☐ b. Crime-Free Lease Addendum